Retention and Classification Report

Agency: Beaver County School District (Utah). Beaver High School (2349)

195 East Center
P.O. Box 71
Beaver, UT 84713
435-438-2301

Records Officer: _____

27245 Official transcripts

AGENCY: Beaver County School District (Utah). Beaver High School

SERIES: 27245 3
TITLE: Official transcripts
DATES: 1920-
ARRANGEMENT: Chronological by date of birth of student.
DESCRIPTION:

These records support the agency's administrative function to verify the classes attended and credits earned by students, and to document graduation from Beaver High School. Records may include students' personal information, class lists, test scores, school attendance, and graduation information. Transcripts are also included for students who did not graduate. Official transcripts document students' graduation from high school and verify classes attended and credits earned. Transcripts should note suspension and expulsion from school. Transcripts of students who did not graduate are included in this schedule.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

AUTHORIZED: 09-01-2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years after graduation and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Official transcripts document students' attendance and completion of school. They are fundamental historical records about students and are important for documenting qualifications and benefits.

AGENCY: Beaver County School District (Utah). Beaver High School

SERIES: 27245
TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR Part 99.30 and 31 (2015); Utah Code 63G-2-201(3)(b)(2013)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.